Professional Development
Funding Guidelines
Updated May 15, 2018

Purpose
Professional Development funds are intended for the development of a range of programs and activities that will support ISA members’ needs and enhance their professional development both within and outside of academia.

Scope
Professional Development funding should be broadly construed as sets of activities and programming that help with both the practical and scholarly needs of our members. Professional development activities may include trainings, workshops, and discussions of specific professional development skills (such as preparing a CV for non-academic careers, publishing in the discipline), as well as broader career-long, professional development tasks, such as how and where to locate employment opportunities in the private sector, government services, or non-governmental organizations; the future of the tenure process; advising students on public policy graduate study; combining public service with teaching, etc.

Professional development funding may be used to:

- Reimburse travel, hotel expenses, and conference registration fees for individuals invited to participate in or lead a panel, program or workshop.
- Reimburse for special audio-visual equipment (and technical support) needed to conduct (and disseminate) the activity or program to the broadest possible audience

Professional development funding is not available for:

- Meals or receptions, including no food or beverage expenses
- Underwriting the operating expenses of an ISA regional meeting
- Any expense that is not directly related to the professional development activity or program
- The conduct of panels on topics that would normally be scheduled as part of the program by other ISA sections
- Paying honoraria to anyone
It is expected that activities or programs supported by professional development funding are:

(1) made available to a broader ISA audience through, for instance, podcasts, a journal Special Issue, a series of blog posts, etc. (These resources or links to the same would be archived on the Professional Development Committee webpage or another suitable ISA platform).

(2) reported annually in Region reports and Professional Development Committee reports to ISA’s Governing Council.

Funding

The Professional Development Committee reviews all professional development funding proposals. Professional development funds can be used to support activities at: (1) ISA regional conferences and (2) the ISA Annual Convention.

Funding is broadly allocated as follows:

- $2,000 for panels at the ISA Annual Convention
- $10,000 for activities and programs at ISA regional conferences; or roughly $2,000 per Region

Funding criteria

- description of proposed activity
- statement of how it advances professional development goals
- itemized budget
- explanation on how the activity will be made available to the broader ISA membership
- priority for programs that are participatory in nature as opposed to speakers simply talking to a group
## Schedule for review process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Professional Development Committee Chair announces call for proposals via ISA Headquarters (HQ)</td>
</tr>
<tr>
<td>June 15</td>
<td>Deadline for professional development funding proposals for ISA Region conferences</td>
</tr>
<tr>
<td>June 15 – June 30</td>
<td>Professional Development Committee members review proposals</td>
</tr>
<tr>
<td>July 1</td>
<td>Professional Development Committee members communicate their suggestions regarding funding priorities</td>
</tr>
<tr>
<td>July 15</td>
<td>Professional Development Committee Chair crafts budget and distributes to committee members for their approval</td>
</tr>
<tr>
<td>August 1</td>
<td>Professional Development Committee members comment on draft budget</td>
</tr>
<tr>
<td>August 15</td>
<td>Professional Development Committee Chair submits final budget to committee members, applicants, and ISA HQ.</td>
</tr>
</tbody>
</table>